



## **Booster Club Project**

### **and Procedures**

#### **I. Submit Proposal**

Booster Club submits project proposal to school principal: proposal must include a description of the work planned, estimate of total project cost, broken down by booster-purchased and donated materials/services.

#### **A. Project Schedule**

Provide an estimate of the project schedule by phase

##### **1. Financial Plan**

A detailed financial plan submitted to Principal and Athletic Director to show total funding for this project.

##### **a. Principals Recommendation**

Principal reviews proposal, schedule and financial plan with Athletic Director and submits his recommendation to his/her director.

##### **(1) NO**

Principal returns proposal to athletic director, and appropriate booster club representative with reasons for denying the project.

##### **(2) Yes**

Forward to High School Director and Director of Physical Support Services for review

##### **(a) School Directors Recommendation**

The appropriate director sends a complete copy of proposal along with his/her recommendation to the Director of Physical Support Services for review

##### **i) YES**

Notify principal, athletic director and booster club of recommendation.

##### **(1) Design Consultant**

The booster club must engage a design consultant to prepare and submit a proposed agreement with the BOE to the Department of Physical Support Services for review. These services require a licensed professional.

##### **(a) Design Consultant Agreement**

The design consultant shall be obligated to the FCBOE through a written agreement for the fee of \$1.00 with the remainder of the design fees paid by the booster club.

**i) Review/Approval of Physical Support**

The booster club shall provide 3 copies of the preliminary plans and specifications for review and approval of Physical Support Services.  
(Maintenance, Design, Operations, Risk Mgmt)

**(1) BOE Agenda Item**

Physical Support Services will prepare and submit a BOE Agenda item for approval of project

**(a) BG-1**

FCPS staff will prepare BG-1 Project application for KDE

**i) KDE Submittal**

Proposed agreements between the BOE and the booster organization, and between the BOE and the design consultant, preliminary project plans and specifications, a copy of the BOE approval, BG-1 are submitted to KDE.

**(1) KDE**

Approval of project by the KY Department of Education

**(a) Signature of Superintendent**

Proposed agreements to be signed by the FCPS Superintendent after approval by KDE

**i) Recommendation of Director and Physical Support Services**

Upon the recommendation of the appropriate school director and Physical Support Services a written BOE motion is prepared by FCPS staff and action/approval is requested at a regularly scheduled BOE meeting.

**(1) Note to proceed**

Copies of executed agreements will be transmitted back to the booster club via the school principal, indicating that the project may proceed as reviewed and approved.

**(a) Final Plans**

The booster club shall provide 3 copies of the final plans and specifications for the review and approval of Physical Support

**i) Insurance**

The booster club shall provide the certificates of insurance required by the agreement with the BOE

**(1) Required Permits**

The boosters shall be responsible for submitting the plans and specifications to the LFUCG Division of Building Inspection and obtaining all required permits prior to proceeding with construction.

**(a) Copies of Permits**

Copies of all permits shall be furnished to Physical Support Services

**i) Final Inspection**

The booster club must request final review from LFUCG Division of Building Inspection.

**(1) Certificate of Occupancy**

The LFUCG Division of Building Inspection must provide Certificate of Occupancy prior to use. Copy must be sent to Dir. of Physical Support Services of FCPS

**(a) Insurance Coverage**

Contact the Associate Director of Risk Management of FCPS to coordinate the conversion of insurance coverage.

**i) BG-4**

The booster club's design consultant shall submit to FCPS staff all project close-out documentation required by KDE as per BG-4 application.

**(1) Project Completion**

Maintenance services for the new building/facility shall transfer to FCPS.

**ii) NO**

Provide principal with reasons for denying the project.

**(3) Athletic Director**

Enjoy and thanks for your efforts.